CALSTRS
HOW WILL YOU SPEND YOUR FUTURE?

☐ PROPOSED

☒ CURRENT

DUTY STATEMENT

	EFFECTIVE DATE
BRANCH Technology Services	POSITION NUMBER (Agency – Unit – Class – Serial) 815 - 640 - 1405 - 905
DIVISION/UNIT BenefitConnect / Technical Delivery	CLASS TITLE Information Technology Manager I
INCUMBENT NAME Vacant	WORKING TITLE Development Manager

CalSTRS is dedicated to securing the financial future and sustaining the trust of California's educators through customer service, accountability, leadership, strength, trust, respect, and stewardship.

Under the general direction of the BenefitConnect Technical Delivery Manager (ITM II), the Development Manager (ITM I) is responsible for collaborating closely with other managers and team leads to oversee and direct all development activities assigned to staff.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
	ESSENTIAL FUNCTIONS
35%	Plan, direct, organize, and oversee all Software Development Life Cycle (SDLC) related activities for the BenefitConnect (BC) Division. Responsible for coordinating, directing, mentoring, and training Leads and staff on best practices related to BC's SDLC methodology. Identify deficiencies and challenges, risks and issues, and make continuous improvements in the management of the SDLC activities. Responsible for guiding and overseeing BC development Supervisor and staff to meet objectives, success criteria, quality measures, and develop SDLC deliverables. Monitor compliance and approve deviation from defined processes and procedures. Responsible for ensuring appropriate controls are in place and being followed.
30%	Responsible for short-term goal setting with a primary focus of providing daily direction, oversight, training, and development for technical staff. Promote collaboration and coordination with all BC teams including vendor teams. Lead, guide, mentor, develop, and monitor the Development Supervisor and staff to ensure consistent performance and timely completion of SDLC tasks and activities. Provide project management and general management support and guidance as needed. Ensure that adequate resources exist within development teams to support concurrent work streams. Work with other BC managers, architects, leads, and staff to ensure that resource issues and conflicts are resolved quickly.
15%	Work collaboratively with both BC and Technology Services leadership to establish and enforce consistent processes, standards, and practices for ensuring activities are completed within baselined timeframes and costs, and to defined expectations. Work with team members, stakeholders, and vendors to resolve problems in a timely fashion. Ensure implementation of appropriate project governance control policy and practices.
10%	Responsible for advising the BC Division Director, Senior Management, Executive Staff, and other business stakeholders on issues impacting the BC application. Collaborate closely with vendor managers to discuss the maturity and governance of project management processes and practices.
5%	Oversee and lead the development of artificial intelligence (AI) developers and AI life cycle from inception to deployment. Coordinate with developers to ensure timely delivery of AI solutions, manage resources and budgets effectively, and communicate project progress and challenges to stakeholders. Participate in the development of policy, practices, methodologies, standards, and guidelines related to the development of quality assurance and test management standards and practices at CalSTRS. Remains current as to the latest project management trends and practices. Provide advice and consultation to executive management.
	MARGINAL FUNCTIONS
5%	Attend various CalSTRS leadership meetings as required. Participate in Technology Services quality assurance peer reviews of product documentation, including but not limited to project management

	documentation, business requirements, use cases, technical specifications, test documentation, and code changes.

COMPETENCIES

Core Competencies. All employees are responsible for understanding and demonstrating CalSTRS' core competencies:

- Adaptability/Flexibility
- Communication
- Customer/Client Focus
- Teamwork
- Work Standards/Quality Orientation

Classification Competencies. All employees are expected to understand and demonstrate their position's CalSTRS class competencies located in the Competency Guide on Central.

CONDUCT AND ATTENDANCE EXPECTATIONS

- Communicate effectively with individuals from varied experiences, perspectives and backgrounds
- Deal with individuals in a tactful, congenial, personable manner
- Must maintain consistent and regular attendance
- Adhere to CalSTRS policies and procedures
- Support and model CalSTRS Core Values

WORKING CONDITIONS AND PHYSICAL ABILITIES REQUIRED OF THE JOB

- Prolonged periods of standing or sitting
- Work in a high-rise building, in an open space environment
- Ability to use a computer keyboard several hours a day
- Read from computer screens several hours a day
- Ability to move up to 10 pounds

Responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation by adhering to CalSTRS' policies and processes. Responsible for participating in mandated HR or EEO training workshops (i.e. Sexual Harassment, EEO, etc.).

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE SIGNED

EMPLOYEE'S STATEMENT:

- I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR
- I HAVE SIGNED AND RECEIVED A COPY OF THE DUTY STATEMENT
- I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION
- I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE SIGNED